WIAB 11-10

DATE: **March 16, 2011**

TO: All WIA Subrecipients

FROM: Susan Simmons, Workforce Operations Manager

Workforce Development Division

SUBJECT: WIA Data Validation

As you are aware, the Employment and Training Administration, US Department of Labor, requires states to conduct data element validation each year.

Workforce Development staff conduct data validation, and as per USDOL guidelines, are required to submit the completed report through electronic means by October 1st.

The department's data validation process and procedures were recently monitored by USDOL staff. The following issues of non-compliance were found:

- Idaho's WIA Eligibility TAG is used for both verification of program eligibility and data validation source documentation. The TAG includes source documents that are not allowed in the ETA Source Documentation Guide. To rectify this issue, the Eligibility TAG has been modified to include only source documents allowed in the ETA Source Documentation Guide. This modification has been posted online.
- The 74-A Telephone Verification form does not include enough information to satisfy USDOL's requirements. It has been modified and posted online.
- The WIA Eligibility TAG incorrectly indicates a veteran must have served more than 180 days to qualify for veteran priority of service. The requirement to receive priority of service is at least one day of service. The WIA Eligibility TAG has been modified and posted online.

The following link is to Training and Employment Guidance Letter (TEGL) 31-09, which provides Data Validation and Performance Reporting timelines, notification of recent changes to source documentation, as well as Source Documentation Requirements (Attachment A): http://wdr.doleta.gov/directives/attach/TEGL/TEGL31-09acc.pdf. Please review this TEGL.

Questions may be directed to:

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